



MODEL UNITED NATIONS
OF THE FAR WEST

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DELEGATE PREPARATION GUIDE



MODEL UNITED NATIONS OF THE FAR WEST DELEGATE PREPARATION GUIDE

TABLE OF CONTENTS

Introduction	1
Conference Preparation	
Research	4
Pre-Conference Documents	
Country Profile	7
Policy Statements	9
Draft Resolutions	12
Document Submission Guidelines	17
Rules of Procedure	19
Diplomatic Strategies	22

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INTRODUCTION

Many college students are highly motivated to make real change in the world, but with the numerous challenges facing the international community, learning how to make an impact can seem overwhelming. Model United Nations of the Far West (MUNFW) can assist participants in developing the professional skills and knowledge needed to make positive change in the world and prepare them for success in their future careers. At MUNFW's annual conference, students play the role of a diplomat representing a Member State (country) of the United Nations and discuss real world problems. Delegates participate in a high-impact simulation and gain tangible skills that employers are seeking. Alumni of the conference often remark that they can relate their ability to analyze and understand other points of view to their experience at MUNFW; such abilities contribute to great success in job interviews, graduate school applications, and their personal lives. Delegates at MUNFW are able to say that they have practiced these skills in the real world, something many recent graduates have not yet had the opportunity to do.

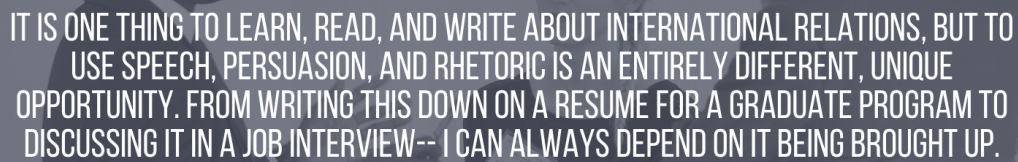
As they participate in MUNFW, students develop an in-depth knowledge of international issues and problems, policy making, and the activities of the United Nations.

Participants also gain essential skills in:

- public speaking,
- critical thinking and problem solving
- research and writing
- negotiation and powers of persuasion
- leadership, including:
 - the ability to empathize with and understand other perspectives
 - team work
 - valuing diversity and differences
- organization, including:
 - meeting deadlines
 - monitoring and adjusting to timelines and progress
- interpersonal communication, such as:
 - clear and concise communication
 - adaptability
 - working well with others
 - listening and responding with respect and professionalism.

WHAT TO EXPECT AT MODEL UNITED NATIONS OF THE FAR WEST

Model United Nations of the Far West is a simulation of the United Nations. After learning about global issues currently facing the UN and its Member States, participants will attend the annual MUNFW conference as a delegate to represent a specific Member State in a committee discussing some of those issues. In the committee, there will be 30 to 50 other college students, each of whom is also acting as a diplomat from their respective Member States. Delegates negotiate with each other to craft a UN resolution on the issues assigned to their committee that reflects their Member State's national interests.



IT IS ONE THING TO LEARN, READ, AND WRITE ABOUT INTERNATIONAL RELATIONS, BUT TO USE SPEECH, PERSUASION, AND RHETORIC IS AN ENTIRELY DIFFERENT, UNIQUE OPPORTUNITY. FROM WRITING THIS DOWN ON A RESUME FOR A GRADUATE PROGRAM TO DISCUSSING IT IN A JOB INTERVIEW-- I CAN ALWAYS DEPEND ON IT BEING BROUGHT UP.

HOLT H., DELEGATE TO THE MUNFW UN DEVELOPMENT PROGRAMME (69TH SESSION)

The Annual Session of MUNFW typically includes six committees with three topics per committee. Security Council delegates propose and determine the topics for the Security Council during the first meeting of the Council.

In order to participate at an MUNFW conference, participating schools must register and each delegate must submit three policy statements, one for each topic on their respective agendas and one draft resolution. Each country team will submit a country profile providing an overview of their country's politics, economy, culture, and other items of importance, including the country's involvement in the UN. The policy statement is a one page, three paragraph document that establishes the delegate's understanding of the topic and country's position. Security Council delegates will write policy statements on topics of their choosing. The draft resolution each delegate will submit is a one page document that establishes a delegate's ability to construct and later negotiate a resolution during debate in committee. The formatting of these documents will be described later in this guide.

The conference begins with an Opening Plenary, attended by all delegates. This meeting welcomes delegates with a keynote speaker who is usually a professional diplomat of some regard, followed by short speeches by other dignitaries and a delegate from each of the five major regional voting blocs. These speaker's are selected for submitting exceptional policy statements prior to the conference. There is also a UNITAR (UN Institute for Training and Research) session held at each conference, which is an opportunity for delegates to learn vital information on resolution writing from experts in the field with experience writing, negotiating, and passing resolutions at the United Nations. A Closing Plenary is held at the end of conference, where distinguished delegations are recognized and the next year's secretariat is introduced.

All meetings of MUNFW are conducted in accordance with Rules of Procedure (P-Rules). It is essential to understand the P-Rules to participate effectively in meetings. The P-Rules are described later in this guide; delegates are encouraged to read them carefully in order to understand how best to navigate their way through the negotiations.

Committee meetings consist of General Debate, Substantive Debate, and Voting Bloc. Discussion begins with General Debate, where delegates share their country's overall views on the topic through speeches and questions or comments posed to speakers. Solutions and formal positions are staked out in this debate, and delegates draft resolutions from these positions during caucus, when formal rules are suspended temporarily. A caucus is an informal meeting of delegates to discuss general strategy on specific agenda items. Groups are usually formed based on geographic regions, although some Member States belong to more than one caucus group and which they choose to caucus with may depend on the topic in question. Caucusing is a major part of the diplomacy that occurs in both the United Nations and in Model United Nations. Once draft resolutions are prepared and submitted to the chairs, the discussion transitions to Substantive Debate, where delegates talk about the relative merits of specific language in the draft resolutions. Amendments to the draft resolutions can be submitted to the chairs during this stage of debate. The delegates must gain the support of the majority of the members of the Committee or Council for it to be adopted. This is accomplished by making speeches in Council or Committee, as well as discussions in caucus. Once delegates have exhausted their debate on the resolutions, the committee moves to Voting Bloc, a formal session where debate is not allowed and all of the proposed resolutions and their amendments are voted upon by the Member States. Delegates use P-rules to participate in these stages of debate and move from one stage to the next.

For further information and illustrations of debate and how to use the rules, see the instructional videos available on the MUNFW website and those offered by Humboldt State University.

[MUNFW Rules of Procedure Video Tutorial](#)
[History and Charter of the United Nations Video](#)

These videos can also be accessed at:
www.munfw.org/preparation



Preparation for the conference begins with researching an assigned country, committee, and topics, usually in that order. In order to effectively represent a country, delegates need to understand its history, current politics and society, and foreign policy. The research will inform the country team's country profile (see below), as well as the content of policy statements, resolutions, and work at conference. As delegates participate in speeches, caucusing, and writing resolutions, they will need to demonstrate an accurate portrayal of their country's positions and interests. Knowing their country will enable delegates to influence others and convince them of the importance of its national perspective.

The best place to start country research is with the [World Factbook](#), [BBC's Country Profiles](#), and the [US State Department Country Profiles](#). These sites will provide a broad overview of the country's history, politics, culture, social and economic conditions, and other notable factors.

Delegates should also start to read news coverage from their assigned country and international news more broadly. Most countries have both local language and English-language news sources available online, and many are linked from collections like [World Newspapers](#), [Refdesk](#), or [Online Newspapers](#). The [BBC](#) also maintains extensive international coverage. The [United Nations](#) also maintains its own [news bureau](#), focusing on issues related to the work of the organization. Twitter can also be an outstanding source for international and local news.

In researching a committee, start by reading the issues book, which will include a brief introduction to the history and mandate of the committee. Each of the main UN committees has its own website (linked from the [main UN page](#)), which includes current and upcoming agendas, resolutions passed by the body, a news feed covering the committee's work, and sometimes, videos of their meetings. Watching those videos can give delegates a sense of the work and a feel for the committee. Often, delegates may even see their country's representative speak, which can give a sense of their carefully-crafted approach and demeanor.

For topic research, delegates should begin by reading the committee's issues book, which will frame the agenda for the committee. It will also provide citations for relevant UN reports and previously passed resolutions. The UN website (and in particular, the [Dag Hammarskjöld Library](#)) will contain the full text of these resolutions and most reports. It's important that delegates understand the work that has already been done by the UN on the topic.

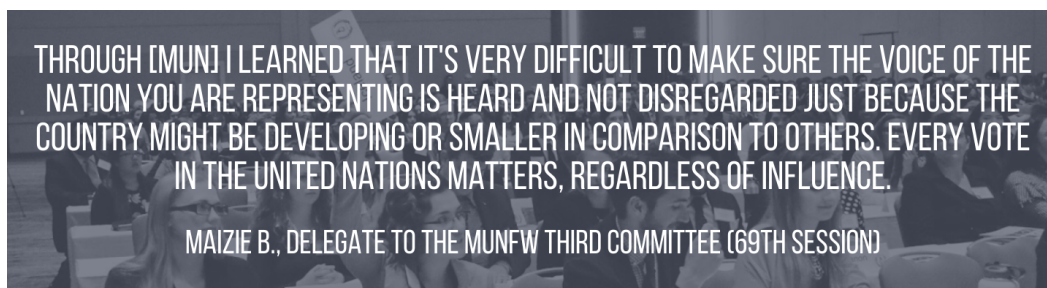
Understanding a country's position on the various issues is critical to effectively representing them at conference, but this can also be the most challenging part of the research process. There are a few of strategies to look at when engaging in country research:

First, delegates should look at the websites for the assigned country's [foreign ministry](#), its local embassies, and its [Mission to the United Nations](#). Some of these will contain speeches by country representatives, statements of priorities and goals, and will include a variety of reports and supporting data. Others will be more barebones and will require additional research.

Second, delegates should look at the UN's [Member States on the Record](#) website. Maintained by the Dag Hammarskjöld Library, this site contains historical representation and membership patterns, as well as statements and speeches offered by every Member State. Delegates may be able to find a speech offered by their country's representatives on the very topic they will be debating at the conference. Even if not, the speeches will highlight the country's priorities and positions on other related issues.

Third, delegates should view the country's [UN voting record](#) on key questions or resolutions related to the agenda topic. Delegates can find this information in a number of places. The United Nations records all items for which a vote was taken, but delegates will need to search for a specific resolution. Alternatively, the [US State Department](#) annually reports on how other countries vote on issues of importance to the United States. While this report can be US-centric, it does provide important insights. Also, Al Jazeera's "[How My Country Voted](#)" is an interesting report that looks at historical voting patterns from 1946 through 2018.

Finally, delegates should remember that local and international news coverage of their country may also offer insights into their assigned government's positions on the issues at the conference.



RESOURCES MENTIONED ABOVE:

CIA World Factbook: www.cia.gov/the-world-factbook/
BBC Country Profiles: news.bbc.co.uk/2/hi/country_profiles/default.stm
US State Department Country Profiles (Select a country and navigate to 'Fact Sheet' using the button at the top of the page): www.state.gov/countries-areas/
World Newspapers: www.world-newspapers.com
Refdesk Newspapers: www.refdesk.com/paper.html
Online Newspapers: onlinenewspapers.com/index.shtml
BBC World: www.bbc.com/news/world
UN News: news.un.org/en/
UN Website: www.un.org/en/
Dag Hammarskjöld Library: www.un.org/en/library
US Institute for Peace's List of Foreign Affairs Ministries: www.usip.org/publications/2008/03/foreign-affairs-ministries-web
Wikipedia's List of Diplomatic Missions to the United States: en.wikipedia.org/wiki/List_of_diplomatic_missions_in_the_United_States
UN Permanent Missions (links to UN website, file is Excel spreadsheet of addresses, websites, and contact information for all country missions to the UN): www.un.org/dgacm/en/content/protocol/permanent-missions
UN Member States on the Record: www.un.org/en/library/unms
UN Voting Records: www.un.org/en/ga/documents/voting.asp
State Department Voting Practices in the United Nations: www.state.gov/voting-practices-in-the-united-nations/
Al Jazeera's How My Country Voted: interactive.aljazeera.com/aje/2019/how-has-my-country-voted-at-unga/index.html

SOCIAL MEDIA ACCOUNTS WORTH FOLLOWING:

Twitter: UN News (@UN_News_Centre)



COUNTRY PROFILE

MUNFW requires the submission of one Country Profile per country delegation that demonstrates its delegation's knowledge of the country. The 4-6 page document is due 30 days prior to the conference. The profile should be in narrative form, as opposed to a listing of facts. It should use section headings and be single spaced. The delegation should work together as a group on this project, and it should reflect the team's combined knowledge of the country and an ability to communicate that knowledge clearly and concisely. A strong Country Profile includes the following information:

1. Overview of the Country
 - a. Official Country Name
 - b. Official language
 - c. Major Religions
 - d. Major Cities
 - e. Population size and demographics (birth rate, median age, etc.)
 - f. Ethnic/Cultural composition
 - g. Colonial Past (colony [of whom] or colonizer [of whom])
 - h. History (conflicts/wars, status in the world, etc.)
 - i. Allies/Adversaries (list)
2. Politics
 - a. Type of Government
 - b. Political Structure
 - c. Current Leaders
 - d. Military organization, expenditures, and willingness and capacity to use military force
 - e. Political Culture (what does the population value, why? What has shaped these values?)
 - f. Political stability (democratic elections? coups? Number of political prisoners?)
 - g. Human Rights Record (Have they signed the *Universal Declaration of Human Rights*, Have they ever been condemned by the *Human Rights Council*?)
 - h. World rankings for political freedom (such as Freedom House) and Corruption (such as Transparency International)
3. Economics
 - a. Type of Economic system (type)
 - b. GNP/GDP or PPP (amount)
 - c. Major imports/exports and amount
 - d. Major trading partners/trading bloc
 - e. Standard of Living

- f. Infrastructure (major industries, amount/type of natural resources, energy sources)
 - g. Economic ranking (such as World Bank, HDI, OECD)
- 4. Geography
 - a. Regions, neighbors, terrain, arable land, landlocked/coastal
- 5. Current Events
 - a. Important events, use news articles from the last 2-3 years and up to the conference
- 6. United Nations History and Position
 - a. Date admitted to the UN
 - b. Financial contribution to the UN
 - c. Country Voting bloc
 - d. Reputation and Role within the UN
 - e. Overall Strategy in the UN

The most important portion of this profile is item 6 - United Nations History and Position. The information a team learns and refines for this portion of the Country Profile will become the primary guide at the conference for its country's position. Delegations should carefully describe what their country hopes to achieve and how they plan to do so, and the strategy it will employ to defend its position on the issues and address potential counterarguments.



POLICY STATEMENTS

Every delegate must submit a policy statement on each topic on their committee's agenda. Other conferences may refer to these as position papers or briefs. These documents are submitted the same day as the country profile. A policy statement is the declaration of a country's position on the topic being discussed in the committee. It is meant to demonstrate competency in the topic by the delegate, and is the main position that delegates present at the conference. It emphasizes the key points a country wants addressed by the committee. An excellent policy statement includes background on the topic (including facts and past UN work on the issue), a clear statement and examples of a country's policy and actions on the topic, and proposed solutions that country hopes to have adopted in resolution(s).



LEARNING TO MAXIMIZE MY MESSAGE WHILE USING MINIMAL WRITING SPACE HELPED ME TO EFFECTIVELY CRAFT BOTH MY PERSONAL STATEMENT AND THE ENDLESS ESSAYS THAT ARE A NECESSARY PART OF THE APPLICATION PROCESS FOR GRADUATE SCHOOL.

CLAYTON A. GRUBB, DELEGATE TO THE MUNFW GENERAL ASSEMBLY (66TH SESSION)

The policy statement must be typed, one page, and single-spaced. Other formatting requirements include Times New Roman (12-point) font, 1 inch margins on all sides, and left-justified. There should only be one agenda item addressed per policy statement. The header is in all caps, left justified with three lines: the country's formal name on line one, the committee's name on line two, and the agenda topic on the third line. The body of the policy statement consists of three paragraphs. The three paragraphs of the policy statement are also left justified, with no indentation and a single space line between paragraphs. A picture is included below to aid with adherence to the formatting guidelines.

The first paragraph of the policy statement provides an historical overview of the issue and any involvement or action the UN has previously taken. This paragraph should answer the question, "What is the problem" and can include facts, statistics, and, most importantly, UN actions. The Issue Book will include much of what is needed in this first paragraph. This is to be written from the delegate's country's perspective, so include information that the

country feels is crucial to defining the issue. It is important to remember, though, that this paragraph is not *about* the country, and should not make reference to it. It should include foundational documents, key agencies, conferences and specific current initiatives. Delegates are advised to discuss specific UN bodies rather than a vague reference to “the UN.”

The second paragraph should describe the history of the country’s involvement with the issue, including past actions the country has taken. It should describe laws, domestic programs, and international action or efforts to address the issue. Country information and statistics *may* be used to describe the issue, but delegates should remember to use a positive tone even when discussing unappealing information.

The third paragraph contains the country’s policy and proposed solutions on the issue. It introduces concrete proposals or actions the country wants the UN to take. Delegates must follow the position of their country, but should be creative and realistic. All solutions need to be funded, and delegates need to designate what specific UN bodies or organizations should be responsible to carry out their proposed solutions, or how to coordinate with non-UN organizations. The content of the third paragraph will be the foundation of a delegate’s negotiation in conference. It is also acceptable to address statements to “Member States.” UN bodies that are mentioned in the policy should be established in the first paragraph. Remember that paragraph three is not what actions a delegate’s country will take, but what that country wants the United Nations and the international community to do.

Policy Statements are unique in that delegates do not cite their sources, because delegates are writing as if they are the state’s representative to the UN, so the writing should have an authoritative tone – delegates are simulating representatives of these policies, and are thus considered the sources of the information itself. That being said, the information must be an accurate reflection of the country’s policy on the issue. The difficulty comes in using critical thinking skills to craft a coherent policy statement from the many details found in the course of research.

Policy Statement General Requirements:

1" Margin on all sides
Left aligned (not Justified)

Times New Roman

12 Pt. font

Single spaced

Header Requirements:

- All Upper Case
- Three Lines
 - Country Name
 - Committee
 - Topic

ISLAMIC REPUBLIC OF IRAN
GENERAL ASSEMBLY
ELABORATING ON SEXUAL RIGHTS IN THE 21ST CENTURY

Paragraph One:

- Sentence Case
- Focus on UN history with topic
- Note: Years and abbreviations in parentheses

Despite numerous efforts by the UN to eliminate all forms of violence against women and girls, 70 percent are still victims of such crimes. Female Genital Mutilation (FGM) has been forced upon over 200 million women and girls alive today, with 3 million more at risk every year. Sex trafficking affects women and children globally, which, paired with the prevalence of rape culture in countries, does not allow women a safe and developmental environment. The Commission on the Status of Women was established in 1946, with the 53rd Session focusing explicitly on ending violence against women and girls. Children continue to be centers of sexual exploitation, in pornography, sex trafficking and forced and early marriage. The Convention on the Rights of the Child (1989) was adopted to lay groundwork for child rights, including freedom from sexual abuse and exploitation. These issues are often exaggerated by poverty and war, with governments unable to heal the population, and encumbered families selling women and children into trafficking, sexual exploitation, and forced marriage.

Paragraph Two:

- Sentence Case
- Focus on Member States history with topic
- Note: Focus on Member State laws and local actions as opposed to country-level statistics

Iran considers the elimination of all forms of violence against women and children a priority. FGM is almost unseen within Iran, and there continues to be a decrease in FGM across the country due to the illegality of bodily mutilation. The Constitution of the Islamic Republic of Iran and related legislation have aimed to prevent violence against women and also provide for compensating and reducing the trauma caused by violence against women. To this end, the Charter on the Rights and Responsibilities of Women in the Islamic Republic of Iran (2004) was adopted, establishing a set of comprehensive laws and regulations. In cases of women's and children's abuse and trafficking, Iranian law ensures heavy punishment against the perpetrator, even without complaint by the victim. To confront rape culture, Iran places importance on the family institution, which emphasizes the importance of women as an equal and valuable counterpart to men. Proper justice for those harmed by these immoral acts is further ensured by the hundreds of female judges within Iran's judicial system. The National Body on the Convention for the Rights of the Child (2010) was established to end forced and early marriage and sexual violence against children.

Paragraph Three:

- Sentence Case
- Focus on Member State policy at UN concerning topic
- Note: Calls for specific actions reflective of their national policies

The Islamic Republic of Iran recognizes the first step towards ending sexual violence must be a realization of states' contributions to these issues, as many of the strongest advocates against sex trafficking and sexual violence have created an atmosphere that not only favors it within their own countries but others as well. This manifestation of violence against women is brought by their materialization, through prostitution, pornography, trafficking and objectification. The strengthening of the family institution will serve to rectify women's standing in societies through the development of moral and spiritual values and human dignity. The hiring of women within public, professional, and educational sectors must become a priority, as it will help to build the safeguards and cultural respect necessary for women's safety. The proper environment for change must be implemented in developing countries. Extraordinary challenges such as poverty and war have hindered, halted, or reversed sustainable development. Member states must support not only the societal development of nations, but make greater strides to enhance economies and stable government as well.



Additional Notes:

- Full page in length
- Written in active voice
- Click Image for full-size policy statement

For further tips, guidance, and practice on policy statement writing, review the [Sample Policy Statement](#) document on the MUNFW Conference Preparation page.

www.munfw.org/preparation



RESOLUTIONS

The next important step for preparation is to gain experience in writing a draft resolution. MUNFW asks each delegate to prepare and submit one draft resolution per assigned committee, due one week after the country profile and policy statements. The purpose is not that the resolution will be offered “as is” during the committee meetings as the final version. Rather, the submitted draft resolution should help delegates to understand the proper formatting of a resolution and to help them come up with ideas/bullet points that can be proposed as part of broader substantive discussions in cooperation with other delegates during the conference.

A resolution is a statement of intent by the assembled body and a list of actions the body is calling for or recommending. As such, the resolution should be a complete thought and take matters to their conclusion. For example, if a resolution calls for the creation of a committee, it should specify the membership or duties of that committee. This point is reflected in the structure of the resolution, which is one grammatically correct sentence. Resolutions follow a particular design for the MUNFW conference. As delegates begin to write, there are two areas to focus on: content and format.

CONTENT

There are various ways to begin to develop a resolution, but one approach delegates find useful is to think about what various actors might be asked to do regarding a particular issue. There are numerous types of actors in the international system, and each has areas where they can affect an issue. A resolution could have separate paragraphs relating to the various actors: what can the UN system as a whole do; what about development agencies and organizations; what about humanitarian actors and organizations; what about Member States; what about civil service organizations such as non-governmental organizations, civil society, the private sector, and/or academics. What role can donors play?

Another approach is to break an issue into its various elements and comment on what needs to be done regarding each element or sub-element. It is appropriate to use previously agreed-to language to help get started, but the source should be included such as referencing a General Assembly resolution or reports. There is a concern expressed by some about the direct use of language from previous United Nations resolutions at MUNFW with students often asking if including previous paragraphs from earlier resolutions constitute plagiarism or is it simply recognition of the fact that the UN does rely extensively on agreed language. One of the beauties of MUNFW is that it allows students to think outside the box – to go beyond what the UN might be able to do. But it is important to judge where to draw the line between the ideal (at least from a personal point of view) and reality (what can actually be accomplished given the current state of international affairs). Or in other words, how can MUNFW delegates come up

with new ideas and not simply rehash what has already been agreed to? These are all important points for delegates to consider as they craft the language of their draft resolutions.

FORMAT

The MUNFW resolution format includes specific parts: Heading (Document ID, Committee, Session, Country name), Title and Clauses (Preambulatory and Operative).

Heading

The heading of a resolution should appear in the upper left corner of the first page in single spaced lines. On the first line, the committee name should appear in full (ex: Third Committee versus 3rd Committee). On the second line, the number of the annual session during which the resolution is being submitted should appear (ex: 70th Session). The third line should be the official name of the country submitting the resolution. The name of the school representing the country is not included. It is important to note that MUNFW resolutions, like UN resolutions, have sponsors and not signatories, which are for treaty documents. Document ID's do not need to be included in Draft Resolutions as they are assigned by the chairs after submission in committee.

Title

Each resolution must have a title, except for Security Council resolutions which have no title. The title of the resolution should normally be the same as the agenda item to which it refers. The title should be left-justified two lines below the heading and in bold. Only the first word of the title and proper nouns should be capitalized.

Text

The text is composed of two parts: preambular clauses and operative clauses. Each clause is written as a separate paragraph with the first line of each indented five spaces and the initiating phrase italicized. Each clause is single spaced with a double space between clauses.

Preambular clauses contain the justification for the resolution's submission and passage. They begin with words such as "Taking note of," "Recalling," or "Cognizant of." Each clause ends with a comma. Note that in substantive debate and voting bloc preambular clauses cannot be amended, so delegates should be careful in their wording and editing.

Operative clauses denote the actions to be taken. They begin with verbs such as "Applauds," "Calls for," "Requests," or "Urges." Each clause ends with a semicolon, except the last clause, which ends with a period. Each operative clause is numbered in consecutive order. Sub-clauses can be added to a clause using the letters a, b, c, d. Sub-clauses should be avoided, separate ideas or actions should be put in separate clauses. If sub-clauses are used, there should be at least two. Do not use sub-sub-clauses.

Draft Resolution General Requirements:

1" Margin on all sides
Left aligned (not Justified)
Times New Roman, 12 Pt. font

Header Requirements:

- Four Lines
 - Document Number
 - Committee
 - Session
 - Sponsors

A/69/1/Res. 1
United Nations General Assembly
69th Session MUNFW
Islamic Republic of Iran

Title and Main Body:

- Bold, left aligned
- Sentence case
- Addressed to main body (subsidiary bodies address resolutions to the main body ex: Third Committee resolution would still be addressed to GA)

Elaborating on sexual rights in the 21st century

The General Assembly,

Recalling Resolutions A/Res/61/180 on human trafficking, A/C.3/73/L.22/RFV.1 on child, early, and forced marriage, and A/C.3/67/L.21/Rev.1 intensifying efforts to end female genital mutilation,

Aware that despite these efforts, terrible crimes continue to be committed against women including sex trafficking, forced child marriage and female genital mutilation,

Concerned with these violent acts that affect hundreds of millions of women across the world,

Confident that women's rights are improving around the world because much progress has been made to give women equal rights as well as protect women from violence in the past few decades,

Recognizing that sovereignty should be respected when making decisions on women's rights,

Stresses that religion needs to be respected by the General Assembly as to avoid the General Assembly from interfering in countries' sovereignty,

Preambular Clauses:

- Indented, single spaced with a double space between clauses
- Initiating phrase italicized
- Ends with a comma

Operative Clauses:

- Indented, single spaced with a double space between clauses
- Initiating phrase italicized
- Ends with a semicolon
- Final clause ends with a period

1. *Denounces* any type of violent action against women;

2. *Agrees* with the General Assembly that violence against women needs to be stopped;

3. *Calls for* the General Assembly to respect every countries' laws to ensure that all Member States are treated equally;

4. *Condemns* any type of action that will interfere with the sovereignty of a nation.

Additional Notes:

- Committee chairs can assist with assigning a document number if necessary
- Resolutions drafted in committee can sometimes be several pages in length
- Multiple resolutions on the same topic should make efforts to merge and form a



For further tips, guidance, and practice on resolution writing, review the [Resolution Template](#) document on the MUNFW Conference Preparation page.

www.munfw.org/preparation

When writing resolutions delegates are to use only the initiating phrases listed here.

PREAMBULAR PHRASES

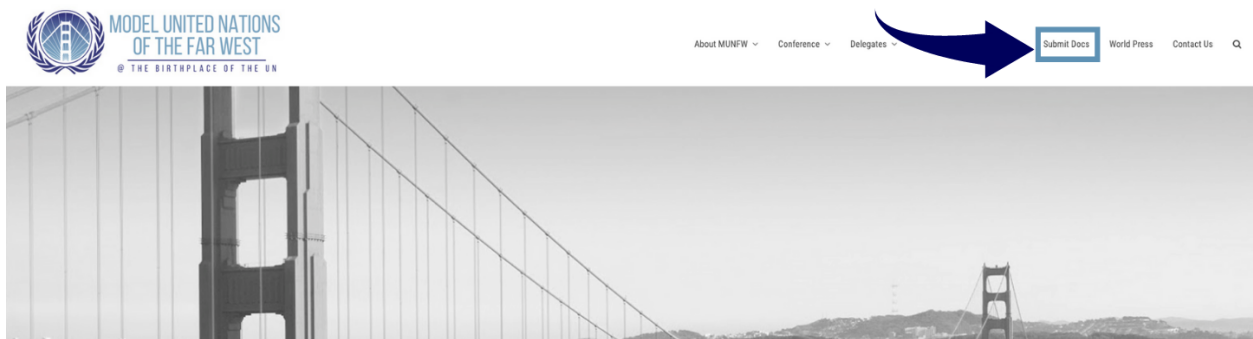
Acknowledging	Expressing concern	Reaffirming
Acknowledging with deep gratitude	Expressing conviction	Reaffirming its commitment
Affirming	Expressing deep appreciation	Realizing
Alarmed	Expressing sympathy	Recalling
Alarmed in particular	Expressing the hope	Recognizing
Anxious	Expressing the urgent need	Re-emphasizing
Appreciating	Firmly convinced	Referring
Appreciating highly	Further recognizing	Regretting
Aware	Further supporting	Reiterating
Basing itself	Further welcoming	Reiterating its appreciation
Bearing in mind	Gravely concerned	Reiterating its concern
Being convinced	Grieved	Reiterating its conviction
Believing	Guided by	Reiterating its regret
Calling attention to	Having considered	Remaining deeply concerned
Cognizant of	Having decided	Resolved
Commending	Having examined	Seriously concerned
Concerned	Having heard	Solemnly declaring
Concurring	Having listened to	Stressing
Confident	Having received	Strongly emphasizing, supporting, etc.
Conscious	Having regard for	Taking into account
Considering	Having reviewed	Taking into consideration
Continuing to take the view	Having in mind	Taking note
Convinced	Having regard	Taking note with appreciation
Deeply alarmed	Looking forward	Taking note with interest
Deeply appreciative	Mindful	Taking note with concern
Deeply conscious	Noting	Thanking
Deeply convinced	Noting further	Underlining
Deeply disturbed	Noting with appreciation	Welcoming
Deploring	Noting with gratitude	Wishin
Desirous	Noting with interest	
Determined	Noting with satisfaction	
Dismayed	Noting with serious concern	
Distressed	Paying tribute	
Emphasizing	Profoundly concerned	
Encouraged		
Endorsing		
Expressing its appreciation		

OPERATIVE PHRASES

Acknowledges	Directs	Recognizes
Acknowledges with great appreciation	Draws attention to	Recognizes and encourages
Adopts	Draws the attention of	Recognizes with deep concern
Affirms	Emphasizes	Recommends
Affirms its confidence	Encourages	Reconfirms
Agrees	Endorses	Re-emphasizes
Also (concur, encourages, notes, requests, welcomes)	Expresses its (concern, determination, gratitude, support, thanks)	Regrets
Appeals to	Expresses the belief, the hope, the need, etc.	Reiterates
Applauds	Highlights	Reiterates its call, its invitation, its previous appeals, etc.
Appoints	Highly appreciates	Rejects
Appreciates	Insists	Reminds
Approves	Instructs	Renews its (appeal, invitation, request)
Authorizes	Invites	Requests
Calls for	Looks forward to	Shares the concern
Calls upon	Notes	Solemnly declares
Categorically	Notes in particular	Stresses
condemns	Notes with appreciation, satisfaction, etc.	Strongly condemns
Commends	Once again calls upon	Suggests
Concurs	Once again encourages	Supports
Condemns	Once again urges	Takes note (with appreciation, interest, regret, satisfaction)
Condemns in particular	Places on special record	Underlines
Confirms	Proclaims	Underscores
Congratulates	Profoundly deplores	Urgently (appeals, encourages)
Considers	Reaffirms	Urges
Continues to support strongly	Reaffirms emphatically	Welcome
Decides	Reaffirms its (conviction, request, full support)	
Declares		
Declares its firm opposition		
Denounces		
Deplores		
Designates		
Determines		

SUBMISSION GUIDELINES

Every delegate attending the conference must submit their committee documents as part of a country packet. Submissions will be made through the document submission form at www.munfw.org. Each country team will submit a country profile. Each individual delegate will prepare four separate documents: one policy statement for each of the agenda topics in their committee, and a draft resolution on one of the agenda items, which will be submitted collectively as a delegation. Delegates will generate resolutions in committee as a result of committee debate.



Before submitting, delegates should ensure the documents are formatted properly. Documents must be in MS Word or PDF format. Delegate *should not* submit a link to a shared Google Doc or an iPages file. Files should be titles using the following protocol:

- Country Profile: country_name_profile (Ex: Angola_Profile)
- Policy Papers: country_committee name _policy 1 (Ex: Angola_3rd_policy1, Angola_3rd_policy2)
- Resolution: country_committee name_res (Ex: angola_GA_res)

SCORING

Model United Nations of the Far West prioritizes academic preparation ahead of conference and teamwork, consensus building, and diplomacy at conference. It seeks to develop an accurate simulation of the United Nations system inclusive of all students. The awards offered at conference reflect this philosophy, emphasizing pre-conference preparation, teamwork, and consensus.

Model United Nations of the Far West offers several awards at conference, including the Slanczka Achievement Certificate, the McBride Outstanding Resolution Certificate, and conference opening plenary speakers and rapporteurs.

[MUNFW Awards](#)

www.munfw.org/awards

Recognition for the Slanczka Achievement Certificate (named for Jan Slanczka, a long-time MUNFW, Inc. board member and proponent of the conference's high academic standards) and is based primarily on the quality of the pre-conference documents (the country profile, policy statements, and resolutions), and recognizes outstanding pre-conference team preparation. Scoring for the awards is done by a team of Model UN faculty using the rubrics found below. Because it is a team-based award, a delegation must have a minimum of three committees filled with all pre-conference documents submitted to be considered for the achievement certificate.

Pre-conference documents should be submitted by the deadline, as they are used to select speakers for the opening plenary session. Generally, one country per regional voting bloc is recognized in this way.

[Pre-Conference Document Scoring Rubrics](#) are available on MUNFW.org

www.munfw.org/classroom-resources

The McBride Outstanding Resolution Certificate (named for Dr. Mike McBride to mark his fiftieth anniversary of participation with MUNFW. Dr. McBride has served as a faculty advisor and advisor to the conference on resolution writing and UN negotiation as a result of his work with UNHCR at the United Nations in New York) is awarded to all members of the committee that collectively develops the best resolution or working paper at conference. The award recognizes the collective work of all committee members, and reinforces the emphasis on teamwork and consensus building at MUNFW.

Finally, one delegate is selected by their peers in each committee (except for GA) to serve as the Committee Rapporteur to the General Assembly. The Rapporteur is responsible for reporting back to the General Assembly at the closing plenary session on the deliberations and work of the committee. The Rapporteur receives a certificate recognizing their contributions.

RULES OF PROCEDURE

One of the final steps to prepare for the conference is to learn the Rules of Procedure, known at conference as the P-Rules. All Model United Nations conferences have specific rules that are followed to assist the process and maintain the professional tenor of the discussion. MUNFW meetings are conducted in accordance with P-Rules modeled after the Rules of Procedure used at the United Nations, and it is essential to understand them to participate effectively in the stages of debate and move from one stage to the next. Refer to the diagram on page 20 to see how the rules are used in the flow of the conference. In addition, knowing the rules helps delegates to ensure that the conference proceedings progress in a manner that is beneficial to their respective country. The P-rules are presented in two formats, the Long Rules that list and explain each rule in detail, and the Short Rules that list and explain only the main point or purpose of each rule.

[MUNFW Rules of Procedure \(Long Rules\)](#)

[MUNFW Short Rules](#)

Rules of Procedure and Short Rules can also be accessed at: www.munfw.org/preparation

FLOW OF DEBATE

New delegates preparing themselves for their conference may find what happens at MUNFW to be daunting. It might be useful for delegates to introduce themselves (by country name) to other delegates as they begin to take their seats or to pass them a note. The goal is to look for allies in the committee ahead of time and meet with them at the beginning of negotiations so a small group can work together to prepare for negotiations on the topic. During the first caucus, delegates may not know who to speak with. It is recommended that delegates speak with members of their [regional voting bloc](#), and then gradually expand to meet with additional delegates, and to review the resolutions being drafted by other groups.

The flow of the conference is:

1. Roll Call
2. Topic Selection
3. General Debate on Topic #1 (drafting working papers)
 - a. Speeches and Caucusing
4. Substantive Debate on Topic #1
 - a. Speeches and Caucusing
5. Voting Bloc on Topic #1

6. General and Substantive Topic follow the same for Topic #2 and #3

Once General Debate begins, delegates should have an idea of who they would like to work with to prepare resolutions. They should identify two primary types of delegates – those whose speeches indicate that they have a good knowledge of the issue and some good ideas, and those who are in the same general voting bloc who should be allies. These are who delegates should start caucusing with to develop a resolution – during General Debate, these discussions would take place during un-moderated caucuses (suspensions of General Debate through a P-27 motion). Once a preliminary resolution has been developed, delegates should then start talking to representatives of other blocs to see if resolutions can be merged in an effort to find a consensus resolution. As almost all of the speakers we have had from the real United Nations have told us, consensus resolutions, even if watered down, are much stronger than resolutions that do not have consensus and are not likely to be implemented successfully.

Be aware that it is appropriate and useful to pass notes to other delegates during speeches to further the negotiation process. The only time this is not allowed is during Voting Bloc. However, all notes should be relevant, respectful, and may be reviewed by the chairs.

In terms of formal process, once General Debate ends (when the speakers' list has been exhausted or delegates have adjourned General Debate (Rule P-30)), there is a 30-minute period allowed for submission of resolutions to the Chairs (usually the Substantive officer). However, before final submission, delegates should be in contact with the Substantive Officer to ensure that the resolution has been properly formatted – the Substantive Chair is trained in outcome document formatting to avoid potential problems with the resolution.

Substantive Debate is the time when delegates will be able to comment on the specific resolutions – usually in one of three ways: to comment on why they like the resolution; to express specific concerns or opposition; or to propose amendments. Amendments may be proposed during substantive debate by getting on the speakers' list or through submission of amendments to the Chairs who will read the amendments to the Committee, if they were not introduced by someone on the speakers' list. Once Substantive Debate has been closed (through exhaustion of the speakers' list or adjournment of debate) amendments to the resolutions will be compiled, printed (if necessary), and distributed.

Once the amendments have been distributed or read out, the body will enter Voting Bloc. (Please note that according to MUNFW rules the committee may not amend preambular paragraphs/clauses – this means that delegates must be very careful in the formatting and wording of preambular paragraphs/clauses.)

The Voting Bloc process is as follows:

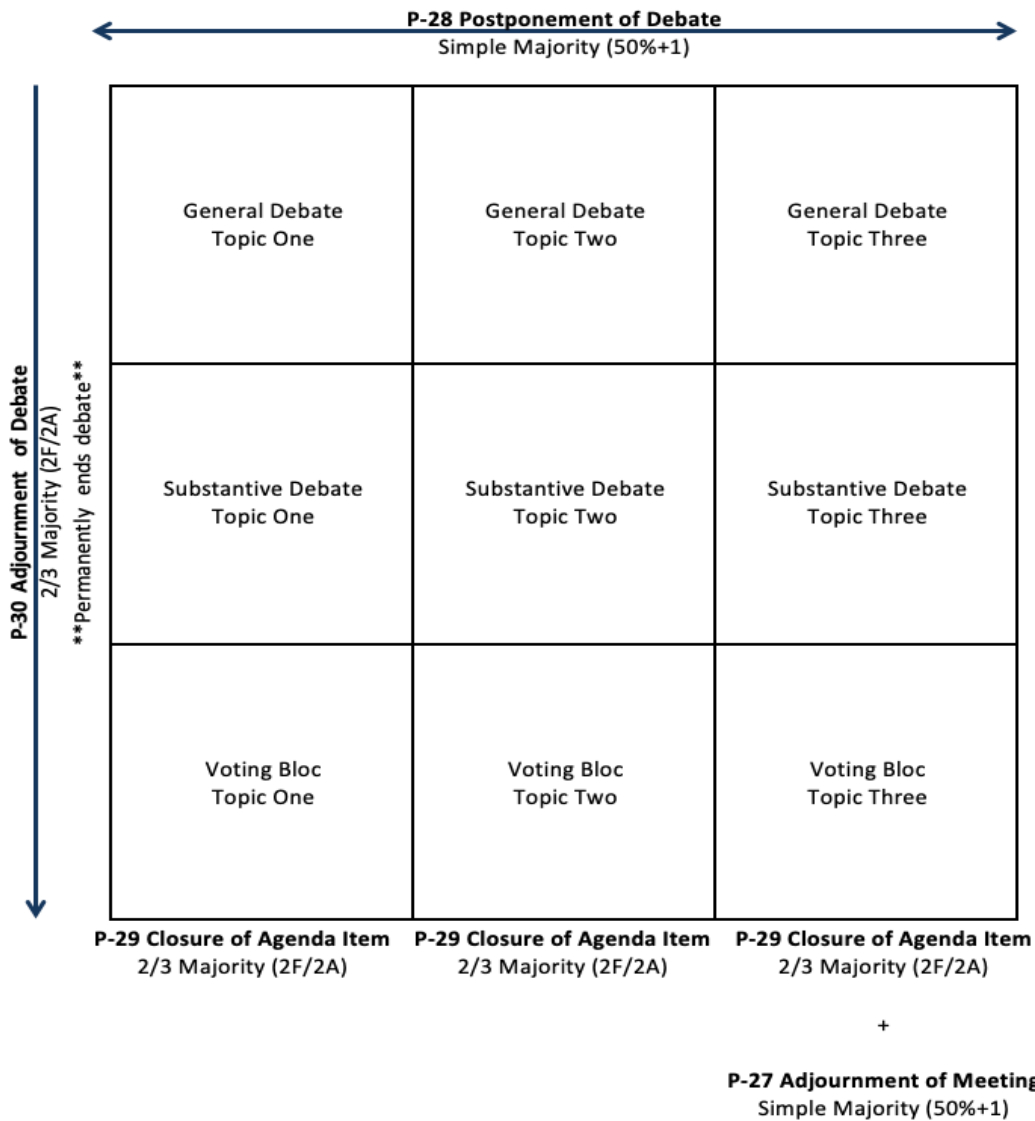
1. Resolutions can be reordered to determine which resolutions will be considered first for voting (Rule P-11).
2. Once the order has been decided, delegates move to consider each of the resolutions following the order they have agreed to.
 - a. Amendments to each resolution will be voted on first,
 - b. once amendments have been considered it is possible to vote to delete a particular paragraph(s) under rule P-16,

- c. once all amendments and proposals under P-16 have been considered, then the resolution itself (as amended, if any amendments or deletions were adopted) will be voted on,
- d. the committee would then consider the next resolution in the same manner.

There is the possibility of voting not to vote on a resolution. Such a motion must be made prior to voting on the resolution.

- 3. Once all resolutions have been considered either through voting on the resolution or voting not to vote on a resolution, Voting Bloc is over and the committee will move on to the next item on its agenda, following the same procedures for General and Substantive Debate and Voting Bloc.

The following diagram shows the stages of debate and the P-rules used to navigate the committee through them.





DIPLOMATIC STRATEGIES

EFFECTIVE SPEAKING

In order to be effective, delegates need to be capable of communicating ideas through speaking in public. Being able to speak persuasively is a powerful skill that requires preparation and practice to master. When speaking in front of other people, it is vital to communicate through content and attitude that what is being said is worth listening to.

It's important to thoroughly prepare for a speech. Whether using an outline or reading from prepared remarks, delegates should make sure to cover all the material they have prepared and present it in the order that is most effective.

It's also important to have a positive attitude. Delegates must portray confidence when speaking in order to have their ideas viewed as credible, even if they are nervous. Many people struggle with this and come across as nervous or hesitant when speaking in public. Even the best ideas will be dismissed by an audience that does not respect the speaker. Delegates should act as the expert in the room on the subject at hand. The people in the audience have agreed to listen to by the social contract of being in attendance. Delegates do not need to prove themselves or fear that other delegates are going to attack them. Delegates should be confident in their preparation and believe in their message. All committee members are engaged in a mutual enterprise of coming to an understanding of the topic under discussion.

Delegates should also remember to project their voice. Member States seek to communicate ideas and policies, so delegates should make sure the message gets to everyone in the room. It is imperative that delegates speak clearly and loudly enough to be heard in the back. Delegates can start off on the right track by clearly projecting their voices to the back of the room.

Finally, effective delegates are good listeners. This may seem paradoxical, but in order to capture the attention of an audience, it is critical to know what will be useful to them. This means delegates should carefully listen to their fellow committee members before responding or posing questions. Delegates should also engage in active listening, and not passively let words wash over them. The most successful delegates engage with the ideas in those words, consider them, accept or reject them, and formulate a response to them. Delegates should try to understand the point being made, look at body language, evaluate their mood, and determine if

and how they can be of most use in promoting their country's agenda. Delegates must incorporate the comments and ideas of others into their own comments or your resolution to build support for their positions in committee. Helping other speakers feel like their speech had an impact will endear them to you, and will help build the coalition necessary for you to succeed.

Listening like this makes time pass quickly. Attending MUNFW and actively listening and engaging with the subject matter makes MUNFW an extremely exciting experience, and the time will fly by. This is one reason why students become addicted to Model UN!

Following these strategies will help any delegate to become an effective, persuasive speaker. These skills do not come naturally to most, so plenty of practice is needed. Delegates should take advantage of every opportunity to speak that comes their way, and over time any delegate will improve as these strategies will become natural as they prepare, write and speak.

EFFECTIVE NEGOTIATION

Diplomacy is the art of negotiation. Whether negotiating a detailed arms control agreement or which restaurant to go to, it is essential to know how to get what one wants from others in a way that makes them want to give assent to the idea. People might be able to use facts, reason, and intimidation to win an argument. The act of forcing an agreement will usually cause that agreement to eventually fail. However, if persuasion is used, a negotiated agreement does not have to be continually revisited. Both sides will want to keep the agreement. The key to great diplomacy and negotiation is the ability to steer a conversation in a positive direction.



Negotiation is a search for a mutually beneficial outcome where one tries to convince another party to compromise or move in your direction. It is important to be genuine in this effort. Trying to trick or manipulate the other side might gain an immediate victory but risks a blow to one's reputation if caught. Negotiation needs to be genuine. There are three elements to effective negotiation: framing the topic, listening carefully, and being persuasive.

Good negotiators begin a conversation in a way that works to their advantage. One does this by framing the issue in a way that keeps the deal breakers off the table and limits the discussion to acceptable options. In addition to framing, tone is important. If the tone is polite and respectful, parties are much more likely to reach a mutually beneficial outcome than if they adopted an aggressive, confrontational tone. There are some people who prefer aggressive negotiations.

This tactic can be effective in the short run, but if in a situation involving repeated cycles of negotiation with the other side, adopting an aggressive tone is a poor strategy. It encourages the other side to either avoid negotiation entirely, which will prevent a mutually beneficial outcome, or to take an aggressive stance themselves.

The next step is one that does not come naturally to most strong-willed negotiators: listen. Listening is a powerful tool. It is crucial to give the other side a fair hearing and to consider their side. Most people's stories make sense to themselves, but not to others, until they can express why they took a position or an action. By carefully listening, it becomes easier to understand why their negotiating position is what it is, and perhaps better see opportunities to resolve the situation in a way that is seen as helpful to them. Such a solution could prove irresistible to them and can help improve trust, further supporting a delegate's position in the long term. Of course, listening is more than merely pausing to give others a chance to talk while one constructs their next argument. Listening and genuinely trying to understand what the other person is saying can be difficult. In addition to helping sort out the details, the act of taking notes communicates to the other side that they are being taken seriously.

The third step is to present one's demands, consider their demands, and try to find a resolution to the situation that both parties can accept. Show the other side an honest attempt to find solutions that are mutually beneficial. With luck, once they understand this, they will join in the search for such a solution. A good negotiator can seek a compromise if there truly is not a mutually beneficial solution to be found. In such a situation, both sides lose, but they each lose a little bit, rather than one side losing everything and the other side winning. This sometimes is the best that can be hoped for in a negotiated situation; a bad outcome that both sides can accept. In such a situation, it is important to include in the proposed solution a face-saving option for the other side.

Negotiation is a way to find a mutually beneficial solution, or at the very least a compromise that is better than an outcome from conflict. Knowing how to negotiate, being able to maneuver a conversation so that it goes in the direction one needs it to go, is a very powerful skill. Like any skill, it is developed through practice. The best diplomats are the ones who behave diplomatically in all aspects of their lives. They treat others with respect, they are invariably polite, and as a result, they have a relationship of trust with their peers that enables them to navigate successfully through the many conflicts that life brings.

CONSENSUS

Reaching consensus on resolutions is a very difficult, time-consuming process. Yet approximately 75 percent of all resolutions adopted by the General Assembly are adopted by consensus. Delegates at the UN have several advantages over delegates at MUNFW.

First, they have more time. Negotiations often start weeks before a resolution will be adopted in a General Assembly Committee. For instance, the resolution on the work of the Office of the United Nations High Commissioner for Refugees actually starts in Geneva in early October and

concludes with a briefing for delegations in New York the first week of November before actual submission of the resolution. Every summer the Economic and Social Council adopts a resolution entitled "Strengthening the coordination of emergency humanitarian assistance of the United Nations." One summer diplomats met for 100 hours to come to consensus on that resolution. But that agreement has carried over into future discussions of resolutions that do not have to renegotiate some of the more contentious issues that were hammered out during those 100 hours.

Second, although there is a turnover in delegates, many of them have dealt with the issues for several years and are very familiar with the general discussions and the positions of other delegates. And, as noted above, they have already negotiated language on many of the key issues. A few years ago the Third Committee adopted its annual resolution on "Assistance to refugees, returnees and displaced persons in Africa." Of the 35 operative paragraphs, 26 were identical to the paragraphs from the previous year, 6 were paragraphs that had simply added additional language to the previous year's paragraphs; only 3 of the 35 paragraphs were new. Often when delegates cannot agree on new language they revert to what they refer to as "agreed language" – language from previous resolutions that delegates have agreed to and which they are not yet ready to modify even though conditions may have changed. As a colleague at UNHCR once commented, "agreed language" is the UN's version of legitimate plagiarism.

Third, when it is clear that some proposed paragraphs are too contentious, such paragraphs are usually dropped. They may be proposed in future years when delegations have changed their views, but for the moment delegates would prefer to have consensus rather than include language that will force some delegations to abstain or vote against a resolution. This is why it may seem that from year to year only incremental changes occur; however, when viewed over a longer period of time, one can see significant changes in resolutions.

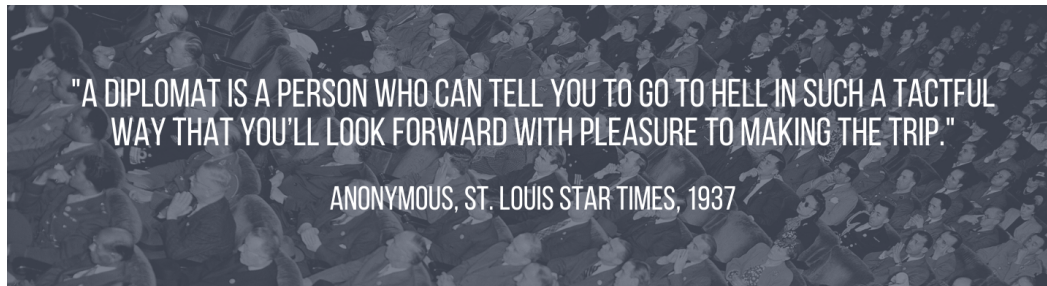
At MUNFW we ask delegates to come to consensus in a very short period of time on issues that they may not have thought about just a few weeks prior to conference. So it is not surprising that it is difficult to achieve, especially if there is pressure from a delegate's school to make sure that *they* have passed a resolution even though your country supports an unpopular position. This is why other delegates need to be empathetic to such concerns and try to find language that can accommodate disparate points of view.

These are difficult issues that participants in MUNFW must grapple with. But that is part of the value of the MUNFW experience – realizing that coming to agreement on very important and contentious issues is hard but that we need people to put in that effort not just at MUN but eventually the real UN. Fortunately some of our past MUN participants are doing that now, and we hope some of you will do it in the future.

PROFESSIONALISM, DECORUM, AND DIPLOMACY

As a credentialed Member State representative, delegates should always behave as a professional diplomat would act at the United Nations. Hence, they should be polite (even when other delegates act in ways that are frustrating), courteous (even when others behave without consideration toward a delegate's country), patient (especially when indulging others), and restrained (especially when it would feel best to unload rhetorically on others). Delegates must refrain from cursing or using inappropriate language, and avoid casual and conversational

language. A good delegate is sensitive to the views of others, especially those with whom they and their country vehemently disagree. And delegates should be magnanimous, keeping in mind that the UN seeks to achieve a better world for all people, not simply the citizens of a particular country. That is the ideal. Delegates may occasionally be tempted to behave in a disapproving manner. If a delegate violates the expected decorum, they should apologize to those they have offended. Everyone will be better for it. These experiences will be useful for participants to explain to future employers their skill set in professionalism, leadership, and interpersonal communication.



Preferred attire for committees shall be standard western business dress. International students may also wear the professional dress of their home country. Western business attire includes a jacket and tie with appropriate shirt and pants. Sweaters are acceptable in place of jackets. Appropriate attire also includes dresses, skirts, or pants with appropriate blouses. Sheer clothing should be avoided. No jeans or athletic wear, sneakers, T-shirts, or shorts will be allowed to be worn in committees. If the Secretariat determines that a delegate's attire is distracting to the committee or otherwise constitutes a breach of protocol, the delegate will be asked to leave the committee and may return when they are appropriately attired. The student's advisor will also be notified.

Students are expected to maintain a high level of professionalism and decorum (how you speak, act, and treat others) both inside and outside of session. Consumption of alcohol and other drugs is prohibited during conference sessions. Outside of conference, it is discouraged and subject to hotel restrictions, state and local laws, and relevant university policies.

Model United Nations of the Far West takes sexual and other forms of harassment very seriously. All allegations of harassment will be reported to the school's faculty adviser and/or to school officials. Instances of harassment may also be reported to local law enforcement. All students should be aware that the policies of their home institutions apply at conference, regardless of the location in which they take place.

[MUNFW Conference Policies](https://www.munfw.org/conference-policies)

www.munfw.org/conference-policies